

**Delegation of Authority for Employee Relations Actions
HUMAN RESOURCES DIVISON**

TYPE OF ACTION	MRP Wide Authority: HRD Assistant HR Officers	Branch Chiefs	HR Section Heads/Supervisors
1. Letters of Caution or Warning	X	X	X
2. Letters of Reprimand	X	X	
3. Proposals for suspensions 14 days or less	X	X	
4. Decisions for suspensions 14 days or less	X		
5. Proposals for suspensions of more than 14 days, removals, demotions and furloughs	X	X	
6. Decisions for suspensions of more than 14 days, removals, demotions and furloughs	X		
7. Termination of temporary and probationary employees	X	X	
8. Reconsideration of Within Grade Increase Withholding	X		

Last Updated 6/28/04